

CCC CALIFORNIA CONSERVATION CORPS

1719 24th Street, Sacramento, CA 95816

Career Opportunity



March 18, 2016

- Do you want to make a positive, significant difference in the lives of citizens in communities throughout California?
- Do you want to directly improve the lives of citizens in the State of California through the implementation of vital environmental restoration projects?

Then the California Conservation Corps (CCC) has the job for you!

The CCC is a dynamic organization committed to developing young men and women by challenging them to complete a year of public service and conservation-related work. Employees of the CCC are leaders who inspire, educate and challenge young people to further their educational and professional goals.

If you are looking to work for a state department that demands excellence, inspires staff to do their best and protects and enhances the state's environment, we invite you to apply for a position with the California Conservation Corps, the finest youth Environmental Restoration, Education, Workforce Development program in the world.

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST FULL TIME / PERMANENT

SALARY

\$4,600 – \$5,758

FINAL FILING DATE

APRIL 4, 2016

POSITION LOCATION

SACRAMENTO

RPA #16-1202

QUESTIONS ABOUT THE JOB

MELANIE WALLACE

(916)341-3153

OR VISIT OUR WEBSITE

WWW.CCC.CA.GOV

SEND APPLICATION TO

CALIFORNIA CONSERVATION CORPS

CIVIL SERVICE RECRUITMENT DESK

1719 24TH STREET

SACRAMENTO, CA 95816

Duties: Region Analysts represent the Region Office and Region Deputy (RD). They work at the direction of the RD, but are expected to maintain high levels of efficiency and productivity with minimal supervision.

Provides executive administrative support to the RD daily. Travel is required. Assists RD in the Center Review process of auditing files. Prepares agendas and other documents and takes notes to support Region meetings. Updates Region shared drive to ensure it contains correct and up-to-date

The young women and men of the Corps work hard protecting and restoring California's environment and responding to disasters, becoming stronger workers, citizens and individuals through their service.

materials, and to maximize its usefulness to units. Solicits, collects and analyzes staff input for new policy and procedure implementation. Manages the Region budget and Cal Card and provides regular reports to the RD.

Processes invoices for payment, enters data into the Fiscal System, completes CALSTARS reconciliations, etc. for all expenses incurred by the Region office and staff. Reviews center and satellite Project Spreadsheets monthly, and supports and assists Conservation Supervisors to ensure accuracy in managing their spreadsheets. On a regular basis, analyzes, projects and forecasts the Region budget & Center budgets; makes recommendations, reports to the RD. Conducts budget reviews with each Center, and the headquarters budget office analyst. Monitors special programs and provide administrative support as needed. Conducts financial analyses regarding unit reimbursement contracts for RI. Compiles project spreadsheet summaries for RD.

Works with HR on Region I staff hiring process and personnel practices and procedures for the RD. Works with HR to gather information to advise and consult with supervisors and lead workers within the region on employee-related matters including performance appraisals, discipline, adverse actions, etc. Tracks various personnel-related issues to ensure timely completion or compliance (for example, probationary reports, required training, class B licenses, etc.). Functions as liaison with HR for all employee performance-related matters. Assists with staff professional development and training activities.

Quarterly and as needed by RD collects and analyzes CMD reports to measure attainment of the departmental performance measures. Produces reports and advises RD and center staff regarding attainment of Department and Center CMD requirements; Conducts audits of center CMD programs. Facilitates centers sharing of best practices within the Region and the CCC. Provides assistance and guidance to center CMD staff; runs monthly CMD and CAB call. Assists RD in developing the annual CAB Conference and CM graduation. Represents the Region Deputy at internal meetings and public functions. May respond to emergencies throughout the state.

Who May Apply: Applicants currently at the Associate Governmental Program Analyst level, or those who have eligibility for appointment or transfer to this classification. Training and Development (T&D) Assignments may be considered. May consider hiring a Staff Services Analyst.

Please indicate RPA 16-1202 in the job title section of your State application.